

COLUMBIA MUSEUM OF ART JOB DESCRIPTION

- Title:** Assistant Facility Housekeeper
- Reports To:** Facility Operations and Systems Manager
- Purpose:** To put into operation a high standard of facility cleaning and maintenance procedures and practices for a public museum.
- Responsibilities:** Under the supervision of Facility Operations and Systems Manager and the Security and Facility Assistant Supervisor, this position is responsible for all general housekeeping operations, and logistical maintenance tasks. Work days are Monday through Friday with occasional Saturday, Sunday, and after-5pm events up to an average of 20 hours per week.

Primary Responsibilities include but not limited to:

1. Routine daily maintenance of lobby, public spaces, education areas, and catering kitchens.
2. Routine twice daily maintenance of all restrooms and throughout the shift as needed.
3. Routine maintenance of all public area floors, and furniture assets.
4. Routine maintenance of all facility vacuuming needs.
5. Routine adherence to event planning diagrams and asset placement instructions.
6. Routine, efficient, and thorough practices in post-event clean-up maintenance.
7. Routine maintenance of Boyd Plaza as directed.
8. Monthly detailed maintenance of catering areas.
9. Promoting and exercising high customer service standards.
10. Adherence to all tenets of the Facility Security Guidelines and the Emergency Disaster Plan.

Secondary Responsibilities include:

11. Weekend assistance to Security Supervisors as needed.
12. Other duties as assigned.

Job Type: This is a part-time position non-exempt from over-time.

Knowledge and Experience:

- Self-direction in daily and routine tasks
- Ability to lift up to 40 lbs
- Thorough knowledge of maintenance procedures
- Ability to work in a team atmosphere

Skills and Abilities: Be a positive employee and an advocate for the museum, interacting courteously and respectfully with others, internally and externally. Should have passion for the job and the museum and is creative, innovative, agile, and flexible. A highly motivated team player who is enthusiastic and proactive, and who thrives in a fast-paced environment. Possesses a strong sense of urgency, priority, and follow-through. Can work independently, anticipate needs, and manage multiple tasks and assignments simultaneously. Ability to work collegially with other staff and partner across departments to achieve common objectives. Discretion and sound judgment are required. Maintains the highest professional and ethical standards.

Qualified candidates should submit their resume and a cover letter via email to Jeanna P. Dixon-McCray, Executive Services Administrator, at jdixon-mccray@columbiamuseum.org.